

C O P Y

Chief, General Services

JUL 8, 1953

Chief of Logistics

Transfer of Garage

REF: Confidential Memorandum for Chief of Procurement and Supply Office and Chief, General Services from the ADD/A dated 30 October 1952. (Copy attached for ready reference)

1. Paragraph 2 of the referenced memorandum assigned responsibilities of first echelon maintenance on Agency passenger vehicles, including washing, polishing and cleaning of vehicles to the Motor Pool and Garage Division of the Office of General Services effective 10 November 1952.

2. When the referenced memorandum was received, it was informally agreed upon by representatives of the Transportation Division, Logistics Office, and the Motor Pool and Garage Division, Office of General Services, that the Transportation Division would perform the work of washing the automobiles for a reasonable length of time in order to permit the Motor Pool and Garage Division, Office of General Services, to recruit personnel to perform those functions.

3. At the present time the Highway Branch of the Transportation Division, Logistics Office, is still performing the responsibilities of washing and polishing automobiles. It is requested that information be furnished promptly indicating the date that the Motor Pool and Garage Division, Office of General Services, will assume the responsibilities assigned to that Division as listed in the referenced memorandum.

/s/

JAMES A. GARRISON

1 Enclosure:

Copy of ref. memo
fr ADD/A to C/PSO
& C/GS dtd 30 Oct 52